

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It feels like ages since we last caught up, and I just wanted to drop you a quick note to say hi and see how things are going with you.

[Share a personal update, like what's new in your life or a funny story.]

I've been thinking about our last [mention a specific memory or experience together] and how much fun we had! We should definitely plan something soon. Maybe a weekend hangout or a day trip?

Let me know how your schedule looks! I really miss our chats and all the laughs we have together.

Take care and write back when you can!

Best,

[Your Name]